December 3, 2008

County Clerk/Registrar of Voter (CC/ROV) Memorandum #08323

TO: All County Clerks/Registrars of Voters

FR:

Chris Reynolds
Deputy Secretary of State, HAVA Activities

RE: Administration: Federally Mandated Election Day Survey

As Secretary of State Debra Bowen discussed on the most recent conference call, the Election Assistance Commission (EAC) has issued a federally mandated survey that states and counties are required to complete.

Clearly, the timing of this request from the EAC so soon after this record turnout election is not ideal. However, the survey is federally mandated and we wanted to provide it to you as soon as your canvass was complete.

We would like to have your completed survey by January 23, 2009, and we have taken a number of steps to try to make this process as streamlined as possible.

To help us coordinate this effort, please complete the attached "principal contact form," telling us who to work with on your staff for this effort and return it to edaysurvey@sos.ca.gov, or via fax to (916) 653-4620, Attention: Jason Heyes.

We will host two conference calls two weeks from now on Monday, December 15, from 1:00 to 3:00 p.m., and Tuesday, December 16, from 3:00 to 4:30 p.m. to discuss the survey and answer your initial questions. The call-in numbers and passcodes will be provided to you early next week.

We have also alerted all of the election management system vendors in the state (ES&S, DFM Associates, Premier, and Votec) to the need to complete this survey because much of the survey data may reside in your EMS. We will be inviting your vendors to participate in these conference calls as well.

Please take an opportunity to review the attached survey and the supplemental instructions, which should help familiarize you with the categories of data and the type of responses being requested.

If you have any initial questions, please contact Jason Heyes at (916) 651-9163 or jheyes@sos.ca.gov. You may also contact me at (916) 651-7837 or creynolds@sos.ca.gov. Again, we have also established an email address for questions and submission for completed surveys at edaysurvey@sos.ca.gov, which is available to you now.

Thank you.

Attachments to this CC/ROV:

- County Contact Information Survey (please fill out and return to edaysurvey@sos.ca.gov or via fax to (916) 653-4620, Attention: Jason Heyes)
- SOS Guide to Election Day Survey
- 2008 EAC Election Day Survey
- 2008 EAC Supplemental Instructions

County Contact Information

Please fill out and submit the necessary information below no later than December 5, 2008. Indicate the county, your county contact person, and the contact person's email and phone number.

County: _____

Contact: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Additionally, if you plan on participating in one of our offered teleconferences, please indicate which teleconference you will be on.

    _____   Monday, December 15, 2008 – from 1:00-3:00 p.m.

    _____   Tuesday, December 16, 2008 – from 3:00-4:30 p.m.

    _____   I will not be participating in either teleconference

Please submit this completed form to Jason Heyes by email at jason.heyes@sos.ca.gov or by fax to (916) 653-4620, no later than **December 5, 2008**.

SOS GUIDE TO ELECTION DAY SURVEY

Important Dates

December 15, 1-3 pm   SOS teleconference with counties & vendors
December 16, 3-4:30 pm SOS teleconference with counties & vendors
January 23, 2009   Deadline to submit completed survey

WHAT TO DO:

NOW (Dec 2nd through Dec 5th)

- Review this County Guide To Survey
- Complete and return the "County Contact" survey *no later than close-of-business on Thursday, December 4th*
- Review the 2008 EAC survey (2008_EAC_Election_Day_Survey.doc) and the 2008 EAC survey Supplemental Instructions (2008_EAC_Supplemental_Instructions.doc)
- Prepare your questions for the county/vendor Election Day Survey briefing teleconference on either December 15th or 16th

NEXT (December 9th through Dec 16th)

- Participate in one of the SOS briefing teleconferences on December 15th or 16th to review the survey requirements and have your questions answered
- Contact your election systems vendor(s) to determine what resources they will make available to support you in this effort
- SOS will be calling your designated contact between December 17th and December 19th to answer any specific questions you may have

GATHER DATA AND COMPLETE THE SURVEY

- Please submit your survey response on the actual survey document provided by SOS. It has been customized for California specifically by the EAC's contractor for this survey.   The supplemental instructions for completing the survey provide additional clarification for California counties in interpreting the general questions in the survey.
- If data requested in the survey is not available, that is okay. Just be sure to so indicate by checking the appropriate "Data not available" box on the survey.
- Please pay particular attention to the instructions and example on page 2 of the survey for how to handle situations where data may not be available in the detailed breakdown that is requested

SUBMIT YOUR COMPLETED SURVEY NO LATER THAN JANUARY 23, 2009

- If possible, please submit your completed survey electronically as an email attachment to EdaySurvey@sos.ca.gov.

- If you cannot send it as an attachment, please fax your completed survey to (916) 653-4620, and then send an email to EdaySurvey@sos.ca.gov notifying us that you have faxed the completed survey.

WHEN YOU HAVE QUESTIONS:

If you have questions about how to retrieve data from your election management systems, please contact your vendor directly.

If you have questions about the meaning of a question and the data to be reported, or how to complete the survey, please contact us by email at EdaySurvey@sos.ca.gov or call (insert contact names/numbers).

- We will work to get your question or issue resolved as quickly as possible. Where appropriate, we will also broadcast the question and answer to all the other county contacts, as others might be heading to the same question or issue.